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**U.S. Administration on Aging  
NATIONAL CENTER ON ELDER ABUSE  
Program Announcement and Grant Application  
Instructions**

**U.S. Administration on Aging  
FY 2011**

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**Department of Health and Human Services (HHS)**

**Administration on Aging (AoA)**

**AoA Center for Program Operations**

**Funding Opportunity Title: National Center on Elder Abuse**

**Announcement Type: Initial**

**Funding Opportunity Number: HHS-2011-AoA- AB-1108**

**Catalog of Federal Domestic Assistance (CFDA) Number: 93.048**

**Key Dates:** Letters of intent are requested by **April 9, 2011**. The deadline date for submission of applications is 11:59 p.m., Eastern Time, on **May 9, 2011**.

**Additional Overview Content/Executive Summary:**

Established in Section 202(d) of the OAA in 1992, the NCEA serves as a national resource center dedicated to the prevention of elder mistreatment. The NCEA is operated as a grant program and provides relevant information, materials, and support to enhance state and local efforts to prevent and address elder mistreatment. NCEA disseminates information to professionals and the public, and it provides technical assistance and training to states and to community-based organizations. The NCEA makes available news and resources; collaborates on research; provides consultation, education, and training; identifies and provides information about promising practices and interventions; answers inquiries and requests for information; and operates a listserv forum for professionals.

Through this program announcement, AoA plans to award a total of two (2) cooperative agreements:

Option 1: one (1) cooperative agreement to run the National Center on Elder Abuse (NCEA) information clearinghouse, and

Option 2: one (1) cooperative agreement to carry-out an NCEA Native American Elder Justice Initiative.

Public, nonprofit, private, and tribal agencies and organizations, including faith-based organizations and community-based organizations, as well as universities and other entities, are eligible to apply under this program announcement. The use of subcontractors, subgrantees, or consultants to execute the proposal's programmatic activities may not constitute more than 20% of the total level of effort required to carry out the proposed activities. Grantees are required to match at least 25% of the total program costs from non-federal cash or in-kind resources. The full text of the program announcement includes a description of the program, the priority areas, and all the instructions necessary to prepare and submit an application to compete for the National Center on Elder Abuse. (Please note: One (1) contract will be awarded through a separate procurement, unrelated to this announcement, to operate and maintain the website for the NCEA information clearinghouse.)

## I. FUNDING OPPORTUNITY DESCRIPTION

### 1. Background

As the population of older Americans age 60 and older increases, the problem of elder abuse, neglect, and exploitation continues to grow. Despite the absence of robust national elder abuse prevalence data, the number of reported cases of elder abuse, neglect, and exploitation are on the rise. A 2004 national survey of State Adult Protective Services (APS) programs conducted by AoA's National Center on Elder Abuse showed a 16 percent increase in the number of elder abuse cases from an identical study conducted in 2000.<sup>1</sup> According to a 1998 national incidence study (the only such study ever conducted), 84 percent of all elder abuse incidents go unreported, meaning that for every reported case of abuse there are over five that go unreported.<sup>2</sup> Together, these data suggest that a minimum of 2.5 million elders are abused, neglected, and exploited annually and that the problem is growing larger each year.

The negative effects of abuse, neglect, and exploitation on the health and independence of seniors is extensive. Research has demonstrated that older victims of even modest forms of abuse have dramatically higher (300 percent) morbidity and mortality rates than non-abused older people.<sup>3</sup> Additional adverse health impacts include an increased likelihood of heart attacks, dementia, depression, chronic diseases and psychological distress. The result of these unnecessary health problems is a growing number of seniors who access the healthcare system more frequently (including emergency room visits and hospital admissions), and are ultimately forced to leave their homes and communities prematurely.<sup>4</sup>

The federal interest to address this problem of elder abuse, neglect, and exploitation began in 1962, when Congress authorized payments to states to establish protective services for adults through the Public Welfare Amendments to the Social Security Act. The state mandates and programs to protect and provide services to older adults continued into the mid 1980s. As of 1985, 46 states had a designated agency to address elder abuse under the auspice of adult protective services.<sup>5</sup> Most recently in 2010, Congress passed the Elder Justice Act, the first

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<sup>1</sup> Teaster, Pamela, et al. (2004). *The 2004 Survey of State Adult Protective Services: Abuse of Adults 60 Years of Age and Older..* Retrieved from: [http://www.ncea.aoa.gov/NCEARoot/Main\\_Site/pdf/2-14-06%20FINAL%2060+REPORT.pdf](http://www.ncea.aoa.gov/NCEARoot/Main_Site/pdf/2-14-06%20FINAL%2060+REPORT.pdf)

<sup>2</sup> Tatara, Toshio, et al. (1998). *The National Elder Abuse Incidence Study Final Report.* Retrieved from: [http://www.aoa.gov/AoARoot/AoA\\_Programs/Elder\\_Rights/Elder\\_Abuse/docs/ABuseReport\\_Full.pdf](http://www.aoa.gov/AoARoot/AoA_Programs/Elder_Rights/Elder_Abuse/docs/ABuseReport_Full.pdf)

<sup>3</sup> Lachs, M.S., Williams, C.S., O'Brien, S., Pillemer, K.A., & Charlson, M.E. (1998). "The Mortality of Elder Mistreatment." *JAMA*. 280: 428-432. and Baker, M.W. (2007). "Elder Mistreatment: Risk, Vulnerability, and Early Mortality." *Journal of the American Psychiatric Nurses Association*, Vol. 12, No. 6, 313-321.

<sup>4</sup> Lachs M. S., Williams C., O'Brien S., Hurst L., Kossack A., Siegal A., et al. (1997). "ED Use By Older Victims of Family Violence." *Annals of Emergency Medicine*. 30:448-454.

<sup>5</sup> National Research Council. (2003). *Elder Mistreatment: Abuse, Neglect, and Exploitation in an Aging America.* Panel to Review Risk and Prevalence of Elder Abuse and Neglect. Richard J. Bonnie and Robert B. Wallace, Editors. Washington, DC: The National Academies Press.

piece of comprehensive legislative authority designed to address and combat elder abuse, neglect, and exploitation.

### **AoA Efforts**

As the effective and visible federal advocate for older Americans, the Administration on Aging (AoA) has been committed to protecting seniors from elder mistreatment for many years. Since 1972, AoA has administered a number of programs promoting elder justice and elder rights. The Long-Term Care Ombudsman Program was established in the Older Americans Act (OAA) to represent the rights and advocate on behalf of older residents living in nursing homes, assisted living, and other residential settings. The Title VII Elder Abuse, Neglect, and Exploitation Program was established in the OAA in 1992 to provide states with funding to support state and community-based elder justice networks that protect vulnerable seniors and provide them with critical information. Their activities include training professionals in how to recognize and respond to elder abuse cases, conducting public awareness and education campaigns, and creating state and community-based elder abuse prevention coalitions and multidisciplinary teams. The National Center on Elder Abuse was first created in 1988 as an information clearinghouse demonstration project on abuse, neglect, and exploitation, with the goals of identifying best practices in prevention and treatment, serving as a repository of research, and conducting demonstration projects to promote effective and coordinated responses to elder abuse, neglect, and exploitation. Along with the establishment of the OAA Title VII Elder Abuse, Neglect, and Exploitation Program in 1992, amendments were also made to Title II of the OAA to permanently establish and maintain the National Center on Elder Abuse (NCEA).

Since its inception, the NCEA has provided relevant information, materials, and support to enhance state and local efforts to prevent and address elder abuse, neglect, and exploitation. The NCEA disseminates information to professionals and the public, and it provides technical assistance and training to states and to community-based organizations. The NCEA makes available news and resources; collaborates on research; provides consultation, education, and training; identifies and provides information about promising practices and interventions; answers inquiries and requests for information; operates a listserv forum for professionals; and provides analysis on program and policy development. Recognizing that elder abuse is a multifaceted phenomenon requiring a multidisciplinary response, the NCEA historically has operated as a consortium of partners with expertise in various fields working to address elder abuse, neglect, and exploitation. Not only have the NCEA's collaborators come from various professional fields, the NCEA has proved a valuable resource to many professionals working in some way with older victims of elder mistreatment, including: adult protective services; national, state, and local aging networks; law enforcement; health care professionals; domestic violence networks; and others.

## Other Federal Efforts

In addition to the NCEA, a number of other federal agencies have undertaken activities to help the nation better respond to elder abuse, neglect, and exploitation. In the area of data collection, the Assistant Secretary for Planning and Evaluation in HHS conducted a report on the feasibility of a national data collection effort involving administrative data on elder abuse.<sup>6</sup> The study and report addressed current reporting systems for elder abuse at the federal and state levels and the varying elder abuse definitions and laws currently in use across the country; discussed examples of data collection efforts in similar fields to be used as a possible model; and provided considerations and recommendations for developing a national data collection effort. The Division of Violence Prevention at the CDC also has initiatives related to data collection and definitions. The first, the Elder Maltreatment Surveillance Project, is designed to: (1) identify minimum and expanded data elements that might be collected as part of elder maltreatment public health surveillance activities and (2) review options for their measurement. The second project involves a pilot program for fatal elder maltreatment surveillance. The pilot will inform the development of an ongoing elder maltreatment public health surveillance system that utilizes the elder maltreatment definitions developed by CDC.

Beyond data collection, a number of research efforts into the incidence, prevalence, and identification of elder maltreatment have been funded by the federal government. The National Institute on Aging (NIA) through its Elder Mistreatment Initiative funded nine grants in FY 2006 and FY 2007 with the objective to test methodologies to maximize the estimation of prevalence and/or incidence of elder mistreatment. A number of bureaus and institutes within the Department of Justice are expanding their portfolio in the area of elder maltreatment research. The Bureau of Justice Statistics (BJS) is currently funding three projects in involving victims of crime age 65 or older and will examine patterns of violence against the elderly living in the community and the characteristics and processing of cases of family violence against the elderly. The National Institute of Justice (NIJ) has an active research portfolio of approximately 15 projects addressing elder abuse. Research areas span from elder forensics to development of measures for incidence and prevalence studies. A summary of NIJ funded research on elder maltreatment can be found on the [NIJ website](#).

The Departments of Justice and HHS also have engaged in activities to enhance the response to cases of elder maltreatment, such as through training. The NCEA provides quarterly web-based trainings to a range of professionals on topics intended to improve the safety of response workers, improve program development, and train on special topics such as developing community coalitions. In addition, the NCEA is currently developing a web-based, self-paced training module on the basics of elder abuse for nurses. The Office on Victims of Crime (OVC) at DoJ has funded the creation of a number of training curricula for professionals such as law enforcement, victim advocates, physicians, community corrections professionals, nurses, and adult protective services. OVC also produced a series of educational videos about domestic abuse in later life intended for a range of professionals who work with or who may encounter

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<sup>6</sup> The report may be viewed and downloaded from the [ASPE website](#)

victims. The Office on Violence Against Women (OVW) provides funding to address elder abuse through the “Enhanced Training and Services to End Violence and Abuse of Women Later in Life Program” (Elder Program). This program provides funding to criminal justice and other professionals working with older victims to: enhance their ability to recognize, address, investigate, and prosecute instances of elder abuse, neglect, and exploitation; carry out cross training; develop or enhance community coordinated responses; and develop or provide services for victims of elder abuse, neglect, and exploitation, including domestic violence, dating violence, sexual assault, or stalking, who are 50 years of age or older. Additional training and cross-training materials, systems tools, and a needs assessment tool are currently under development.

Federal agencies also have engaged in activities to improve the coordination of systems that prevent and address elder abuse, neglect, and exploitation, and to help the field identify research and programmatic priorities. In 2003, the NIA funded the National Academies of Science (NAS) to do a report on elder abuse, neglect, and exploitation. The resulting book, *Elder Mistreatment: Abuse, Neglect, and Exploitation in an Aging America*<sup>7</sup>, identified the gaps in knowledge in the field and proposed a research agenda to address those gaps. In 2010, the NIA, again in conjunction with the NAS, sponsored a day-long seminar entitled “Elder Mistreatment and Abuse and Financial Fraud” intended to assess the progress and future directions in elder mistreatment research since the publication of the *Elder Mistreatment* book. A meeting report was produced, which identified that, although there has been significant progress in the study of elder mistreatment since 2003, reliable data about elder mistreatment remains sparse and that a revised agenda for future directions in research that builds on the landmark NAS publication is needed.<sup>8</sup> Also in 2010, DoJ, in collaboration with a number of federal partners, including AoA, began a project to develop a comprehensive roadmap to help guide the future of the diverse field of elder justice. Using an innovative qualitative analysis process called concept mapping, elder justice experts from across the health, social service, and legal fields will provide input on their top priorities for the field in terms of research, interventions, and program guidelines. This information will then be used as the foundation for developing a comprehensive strategy to guide future of elder justice efforts – a crucial, consensus-based first step that will serve as the basis for a more coordinated approach to preventing, detecting, and responding to elder abuse, neglect, and exploitation.

## **Elder Abuse in Indian Country**

Although states and communities across the country have developed policies and programs to address elder abuse, little is known about elder abuse in Indian Country. Existing literature and accounts by Indian elders and their families, tribes, and advocates suggest that it is a serious and

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<sup>7</sup> National Research Council. (2003).

<sup>8</sup> The National Academies Committee on National Statistics. (June 10, 2010). Meeting Report on Research Issues in Elder Mistreatment and Abuse and Financial Fraud. Retrieved from: <http://www.nia.nih.gov/NR/rdonlyres/B08CB3BE-71EB-4DD4-A866-0E94E9F6A96C/16137/ElderMistreatment.pdf>



pervasive problem. There are no national studies on elder abuse in Indian Country, and only a few, Tribal specific studies have been conducted, resulting in an incomplete understanding of the nature, causes, consequences, and effective prevention and intervention activities with Tribal elders.<sup>9</sup> However, the experiences of Indian elders with abuse, and their attitudes about what should be done to address it, appear to differ from those of non-Indian elders, suggesting the need for new responses to prevention.<sup>10</sup>

In 2004 and 2005, the U.S. Administration on Aging funded two projects to explore the needs of Indian elders as related to the problems of elder abuse, neglect, and exploitation. The first report was completed by the NCEA in collaboration with the National Indian Council on Aging. Among the findings were the following:

- a) Many tribes do not have tribal codes to deal adequately with the problem, and that the process of developing such codes could provide an invaluable opportunity for the tribe to come together to identify Tribal needs, priorities, and solutions;
- b) Differing spheres of authority between tribal and non-tribal entities make it difficult to fully address suspected cases of abuse, neglect, or exploitation, and that strategies for improving such coordination ought to be developed;
- c) There is a lack of awareness within Indian Country of elder abuse, neglect, and exploitation due to denial, lack of information, and/or lack of culturally relevant information, and that materials and activities should be developed specifically for Tribes that are culturally appropriate to Tribal perceptions of abuse and Tribal values.<sup>11</sup>

The second project was conducted by AoA's Office for American Indian, Alaskan Native, and Native Hawaiian Programs in 2005. This project compiled information from Tribal judges and Older Americans Act Title VI Tribal grantees. The information provided by the respondents closely resembled the study released one year earlier by the NCEA. Respondents identified a lack of sufficient legal/Tribal codes to address elder abuse, neglect, and exploitation. Respondents observed that Tribal and non-Tribal entities do not coordinate well (or at all) in responding to allegations of abuse, neglect, and exploitation. And significantly, respondents stated that there exists within Indian Country a denial of the problem of elder maltreatment, a widespread of lack of community awareness, education, and training in all aspects of elder maltreatment, as well as a lack of culturally appropriate (i.e., non-Western) solutions to address

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<sup>9</sup> U.S. Administration on Aging. (2005). *Elder Abuse in Indian Country*. Washington, D.C: Office for American Indian, Alaskan Native, and Native Hawaiian Programs. Retrieved from: [http://www.ncea.aoa.gov/NCEARoot/Main\\_Site/pdf/Elder\\_Abuse\\_issues\\_in\\_Indian\\_Country\\_June2005.pdf](http://www.ncea.aoa.gov/NCEARoot/Main_Site/pdf/Elder_Abuse_issues_in_Indian_Country_June2005.pdf)

<sup>10</sup> National Indian Council on Aging. (2004). *Preventing and Responding to Abuse of Elders in Indian Country*. Washington, D.C: National Center on Elder Abuse. Retrieved from: [http://www.ncea.aoa.gov/NCEARoot/Main\\_Site/pdf/whatnew/abuseindian040707.pdf](http://www.ncea.aoa.gov/NCEARoot/Main_Site/pdf/whatnew/abuseindian040707.pdf)

<sup>11</sup> *Ibid.* In addition, the report identifies a number of other areas of need, such as development of training programs for Tribal professionals, development of services to specifically meet the needs of victims, the need for Tribal legal interventions that are responsive not only to the needs of the victim, but to the perpetrator and the Tribe, as well. The report also provides examples of current Tribal efforts to address each of the key needs identified.

the problem. The following were among the recommendations provided by respondents to improve prevention and response to abuse, neglect, and exploitation in Indian Country:

- a) Develop materials culturally specific for Tribes;
- b) Gather and widely disseminate to Tribes information on best practices in Indian Country, and
- c) Gather and disseminate examples and information on model Tribal codes to address elder maltreatment.<sup>12</sup>

## **2. Option 1 Project Objectives: NCEA Information Clearinghouse**

Not only does the above background and summary provide an overview of recent federal efforts to prevent and address elder abuse, neglect, and exploitation, it illustrates that the environment in which our prevention and response systems operate is swiftly changing. New research findings will be released in the coming months and years. As our understanding increases of the underlying causes, risk and protective factors, and effective interventions, existing programmatic and policy responses to elder maltreatment will need to change to incorporate this new information. As new professions are being targeted and trained to identify and respond to elder maltreatment, new service and systemic needs and gaps will be identified and will need to be addressed. As agendas and strategic blueprints are developed and refined, programs, systems, and policies will need to be re-evaluated for relevance, with some becoming obsolete and some rising to a new level of priority than before. As the momentum of progress continues to build in this field to address elder abuse, neglect, and exploitation, it is essential that our systems and programs remain flexible and responsive to this dynamic environment.

AoA envisions the NCEA as a global, comprehensive resource center that is an authoritative source of accurate information, a central referral point, and a key stakeholder in providing insight on these and other developments and issues in the field of elder abuse, neglect, and exploitation. In order to carry out its mission as a national clearinghouse of information on elder abuse, neglect, and exploitation with over a 20-year history, AoA expects that the NCEA will be responsive to the changing needs and priorities in the field of elder abuse, neglect, and exploitation. Inherent in such flexibility is the ability to capitalize on and leverage new research findings, new initiatives, and new opportunities. As a leader in the field, the NCEA should strive to strengthen existing, and seek out new, collaborations and partnerships with other entities to better address the multidimensional issues of elder abuse, neglect, and exploitation.

Through the *Option 1: NCEA Information Clearinghouse* component of this program announcement, the NCEA will continue to serve as a national resource center dedicated to the prevention of elder mistreatment, and to tailor its activities to meet the special needs of disadvantaged populations, including limited-English speakers and other underrepresented groups, to carry out its mission:

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<sup>12</sup> U.S. Administration on Aging. (2005)

*National, state, and local partners in the field will be fully prepared to ensure that older Americans will live with dignity, integrity, independence, and without abuse, neglect, and exploitation.*

To achieve this mission, the following objectives have been established for the NCEA:

1. Develop and disseminate *information* for targeted groups of professionals to increase the identification and reporting of elder abuse, neglect, and exploitation, and to guide programs that protect older people.
2. Provide *tools* to increase the ability of professionals, especially those of the aging network and community-based agencies who have access to frail seniors on a daily basis, to identify, address, and prevent elder abuse, neglect, and exploitation.
3. Promote *systems change* by fostering the development of programs, models, and initiatives that measurably decrease the incidence of elder abuse, neglect, and exploitation.

It is expected that to fully achieve its mission and objectives, the NCEA, as a current and state-of-the-art information clearinghouse, should incorporate the latest technology to generate and disseminate knowledge that can build and strengthen elder rights networks and enhance the effectiveness of state and community-based elder abuse prevention and intervention programs. As a national clearinghouse of information, the NCEA should be a resource for the general public and the myriad professionals who work to prevent, address, and ameliorate elder abuse, neglect, and exploitation, including elder rights advocates, social service professionals, the health care sector, law enforcement, legal professionals, public policy leaders, and researchers. To meet these goals, the NCEA will have the following priorities, which are intended to satisfy the statutory requirements established for the NCEA in Section 202(d)(2) of the OAA, as well as the needs of professionals and the general public:

- a) Serve as a national authority on elder abuse, neglect, and exploitation;
- b) Develop, establish, and maintain collaborative relationships with other entities and professions working to prevent or address elder maltreatment in such a way that preserves the historic, multidisciplinary nature of the NCEA;
- c) Maintain the NCEA database on research related to elder abuse, neglect, and exploitation (meets Section 202(d)(2)(a));
- d) Translate and disseminate relevant research and demonstrations into practice for applicability and replicability to other communities;
- e) Develop and maintain an information clearinghouse on all programs (including private programs) showing promise of success for the prevention, identification, and treatment of elder abuse, neglect, and exploitation (202(d)(2)(b)), currently the “NCEA Promising Practices Database”;

- f) Compile, publish, and disseminate training materials for personnel who are engaged or intend to engage in the prevention, identification, and treatment of elder abuse, neglect, and exploitation (202(d)(2)(c)), currently the “NCEA Training Library”;
- g) Provide technical assistance to State agencies and to other public and nonprofit private agencies and organizations to assist the agencies and organizations in planning, improving, developing, and carrying out programs and activities relating to the special problems of abuse, neglect, and exploitation (202(d)(2)(d));
- h) Develop, disseminate, and maintain fact sheets, brochures, and/or issue briefs on topics and emerging issues related to elder abuse, neglect, and exploitation for various professionals and the public;
- i) Develop and maintain a system to respond to requests for expert speakers and presenters, such as a list, database, or referral system;
- j) Engage in activities to raise awareness of elder abuse, neglect, and exploitation, such as:
  - i. Conducting presentations, participating in speaking engagements, or providing an information booth at national, regional, or state conferences or meetings
  - ii. Providing information to the public on public awareness efforts
  - iii. Providing technical assistance on conducting public awareness campaigns and initiatives;
- k) Maintain a NCEA Elder Abuse Listserv for professionals and, through the listserv, provide a daily synopsis of news articles related to elder abuse, neglect, and exploitation;
- l) Produce and distribute a periodic newsletter on elder abuse, neglect, and exploitation;
- m) Maintain and make available a collection of criminal and civil state laws related to elder abuse, neglect, and exploitation and adult protective services;
- n) Conduct small-scale, exploratory pilot or demonstration projects regarding the causes, prevention, identification, and treatment of elder abuse, neglect, and exploitation (202(d)(2)(e)).

Applicants must clearly identify how the activities they propose in their applications address the above goals and priorities, including a discussion of their capacity and ability to be responsive and flexible to a rapidly changing environment. Applicants should be sure to identify the duration, frequency, and level of effort they anticipate to conduct the proposed activities in order to benefit the general public, as well as the expected outcomes of their proposed activities and the corresponding performance metrics. (See Section V below for more explanation.)

**Please Note:** AoA will maintain and operate a website for the National Center on Elder Abuse, which will be obtained through procurement entirely separate from this program announcement.

As established by [HHS Grants Policy Statement](#), “[i]n all cases, whether HHS funded all or part of the project or program resulting in the data, the Federal government must be given a royalty-free, nonexclusive, and irrevocable license for the Federal government to reproduce, publish, or otherwise use the material and to authorize others to do so for Federal purposes, e.g., to make it available in government-sponsored databases for use by other researchers.... Data developed by a subrecipient also are subject to this policy” (II-69). Any product developed under this grant may be copyrighted without AoA prior approval. However, the grantee may not in any way infringe upon the royalty-free, nonexclusive, and irrevocable license of the Federal government. As such and within these parameters, AoA expects to assess all materials developed under this cooperative agreement for their appropriateness to post on the [NCEA website](#) for the use and benefit of the general public. AoA also retains the right to grant permission for others to use, distribute, and cite materials developed under this grant.

### **3. Option 2 Project Objectives: NCEA Native American Elder Justice Initiative**

The NCEA has historically undertaken special research projects to begin fostering attention to new and emerging issues in the field of elder abuse, neglect, and exploitation. In past years, the NCEA has explored how certain professionals, such as barbers and postal workers, could serve as community sentinels for early identification of abuse. The NCEA has worked with groups to bridge the gaps in coordination between domestic violence awareness and prevention providers and the aging network, helping to shed new light on late life domestic violence. The NCEA also was one of the early groups to explore different multidisciplinary team collaborations to enhance community responses to abuse.

Consistent with these past efforts to bring attention to needed service interventions or opportunities for collaboration, there is a second funding opportunity through this program announcement: the *NCEA Native American Elder Justice Initiative*. Through this Initiative, the NCEA will begin to address the lack of culturally appropriate information and community education materials on elder abuse, neglect, and exploitation in Indian Country. It is expected that activities carried out under *NCEA Native American Elder Justice Initiative* address at least one (1) of the needs identified in the two reports referred to above on elder abuse in Indian Country, such as:

- a) Identifying, developing, or disseminating information on tribal codes to address elder abuse, neglect, and exploitation;
- b) Identifying, developing, or disseminating information and strategies on effective collaborations between tribal and non-tribal entities to address suspected cases of abuse, neglect, or exploitation;
- c) Identifying, developing, or disseminating informational materials for professionals and tribal members on elder abuse, neglect, and exploitation that are culturally appropriate to Tribal perceptions of abuse and Tribal values;
- d) Identifying, developing, disseminating, or providing training to tribal professionals on elder abuse, neglect, and exploitation.

Applicants should clearly identify what the need is to which their proposal will respond, and provide a justification for the prioritization of that need and the corresponding activity they propose to undertake. Applicants should be sure to identify the duration, frequency, and level of

effort they anticipate to conduct the proposed activities in order to benefit the target audience, as well as the expected outcomes of their proposed activities and the corresponding performance metrics. (See Section V below for more explanation.)

**Please Note:** AoA will maintain and operate a website for the National Center on Elder Abuse, which will be obtained through procurement entirely separate from this program announcement. As established by [HHS Grants Policy Statement](#), “[i]n all cases, whether HHS funded all or part of the project or program resulting in the data, the Federal government must be given a royalty-free, nonexclusive, and irrevocable license for the Federal government to reproduce, publish, or otherwise use the material and to authorize others to do so for Federal purposes, e.g., to make it available in government-sponsored databases for use by other researchers.... Data developed by a subrecipient also are subject to this policy” (p. II-69). Any product developed under this grant may be copyrighted without AoA prior approval. However, the grantee may not in any way infringe upon the royalty-free, nonexclusive, and irrevocable license of the Federal government. As such and within these parameters, AoA expects to assess all materials developed under this cooperative agreement for their appropriateness to post on the [NCEA website](#) for the use and benefit of the general public. AoA also retains the right to grant permission for others to use, distribute, and cite materials developed under this grant.

#### **4. Statutory Authority**

The statutory authority for grants under this program announcement is contained in Title II, Section 202 (d) (42 U.S.C. 3012) and Title IV (42U.S.C. 3032) of the Older Americans Act, as amended by the Older Americans Act Amendments of 2006, P.L. 109-365. (Catalog of Federal Domestic Assistance 93.048, Title IV Discretionary Projects).

## **II. AWARD INFORMATION**

### **1. Award Overview**

Award Type:	Cooperative agreement
Estimated Federal Funds Available:	\$761,000 per year
Estimated Number of Awards:	2
Project Start Date:	June 1, 2011
Estimated Length of Project:	Three (3) Years

### **2. Option 1: NCEA Information Clearinghouse**

Under this competition, the Administration on Aging will award one (1) cooperative agreement for approximately \$561,000 per year, for up to three (3) years, to operate a National Center on Elder Abuse (NCEA) Information Clearinghouse. The use of subcontractors, subgrantees, or consultants to execute the proposal's programmatic activities may not constitute more than 20% of the total level of effort required to carry out all programmatic activities at any time. If subrecipients will be used to accomplish programmatic activities, applications must clearly identify the projects where subrecipients will be engaged and clearly identify the total percentage of effort subrecipients are estimated to provide. Please note that the maximum 20% level of

effort does not apply per project or task, but is a 20% maximum for all programmatic activities in *toto*.

Applications for continuation funding of the NCEA Information Clearinghouse beyond the initial year will be reviewed on a non-competitive basis, subject to the availability of funds, contingent on satisfactory progress of the grantee, and a determination by AoA that continued funding will be in the best interest of the government.

This is a new cooperative agreement. AoA will be substantially involved in the NCEA Information Clearinghouse (as listed in Section I. Funding Opportunity Description) by reviewing products for compliance with federal grant rules and participating in planning and training activities, which will be determined by the needs and priorities of the Administration on Aging and the grantee. The cooperative agreement will include the following terms:

As provided by the terms of the Federal Grant and Cooperative Agreement Act of 1977 (P.L. 95-224), this Cooperative Agreement provides for the substantial involvement and collaboration of AoA in activities that the recipient organization will carry out in accordance with the provisions of the approved grant award.

The grantee agrees to execute the responsibilities outlined below:

1. Fulfill all of the requirements of the grant initiative as outlined in this program announcement, including carrying out activities to meet the statutory requirements of the NCEA as identified in Section 202 (d) of the Older Americans Act, as well as carry out project activities as reviewed, approved, and awarded.
2. Collaborate with the Administration on Aging (AoA) in the execution of the work plan, and collaborate with AoA in understanding the programmatic and budgetary issues of the project. Based on these negotiations and emerging issues in the field, if necessary, the grantee will revise the project work plan and/or budget detailing expectations for major activities and products during the grant period.
3. Evaluate the impact of NCEA activities, and provide recommendations on ways to enhance the program.
4. Meet with the AoA project officer at least once each quarter, or at such other times as are agreed upon, to improve the effectiveness of the activities carried out under this Agreement.
5. Collaborate with other entities to respond to requests for technical assistance concerning elder abuse, neglect, and exploitation via email, telephone, or on-site when appropriate.
6. Work with other entities, both private and public, to foster an environment of multidisciplinary collaboration amongst the parties working to prevent or address elder abuse, neglect, and exploitation.

7. Produce products and/or materials under this award that are accurate, objective, unbiased, and of high professional quality, and that do not violate federal, departmental, or agency grant rules. Before publicly disseminating materials developed under this grant, grantee will provide the AoA project officer a copy of the final product in order for the AoA project officer to have at least 15 business days to ensure the product meets the requirements set forth in the program announcement.
8. Submit to the AoA project officer a final, clean copy of all data developed or supported with these grant funds, in the format in which it was developed or produced, as provided for in the [HHS Grants Policy Statement](#) and referenced in the Notice of Award. The HHS Grants Policy Statement defines “data” as: “recorded information, regardless of the form or media on which it may be recorded, and includes writings, films, sound recordings, pictorial reproductions, drawings, designs or other graphic representations, procedural manuals, forms, diagrams, work flow charts, equipment descriptions, data files, data processing or computer programs (software), statistical records, and other research data” (p. II-69, Footnote 18).
9. Include the following disclaimer on all products produced using grant funding for the NCEA:  
"This (report/document/etc.) was completed for the National Center on Elder Abuse and is supported in part by a grant (No. XXX) from the Administration on Aging, U.S. Department of Health and Human Services (DHHS). Grantees carrying out projects under government sponsorship are encouraged to express freely their findings and conclusions. Therefore, points of view or opinions do not necessarily represent official Administration on Aging or DHHS policy."

The AoA project officer agrees to execute the responsibilities outlined below:

1. Perform the day-to-day Federal responsibilities of managing a grant initiative and will work with the grantee to ensure that the minimum requirements for the grant are met.
2. Work cooperatively with the grantee to clarify the programmatic and budgetary issues to be addressed by the grantee project, and, as necessary, negotiate with grantee to achieve a mutually agreed upon solution to any needs identified by the grantee or AoA.
3. Assist the grantee project leadership in understanding the policy concerns and/or priorities of the NCEA program, AoA, and the Department of health and Human Services by conducting periodic briefings and by carrying out ongoing consultations. AoA will also share information with the grantee about other federally sponsored projects and activities relevant to the interests of the NCEA grantees and their activities.
4. Provide technical advice to the grantee on the provision of technical support and associated tasks related to the fulfillment of the goals and objectives of this grant.



5. Provide technical advice on grantee work products to ensure they are accurate, objective, unbiased, and of high professional quality, and that they do not violate federal, departmental, or agency grant rules. Before publicly disseminating materials developed under this grant, grantee will provide the AoA project officer a copy of the final product, and within 15 business days, the AoA project officer will provide guidance and feedback on whether the product meets the requirements set forth in the program announcement.
6. Provide consultation to the grantee in identifying emerging issues and modifying workplan priorities as necessary as they relate to the goals and objectives of the NCEA grant program.
7. Attend and participate in major project events as appropriate.
8. Meet with the grantee project director at least once each quarter, or at such other times as are agreed upon, to improve the effectiveness of the activities carried out under this Agreement.

Requests to modify or amend this Cooperative Agreement may be made by either party at any time. Any modifications and/or amendments shall be effective upon the mutual agreement of both parties.

### **3. Option 2: NCEA Native American Elder Justice Initiative**

Under this competition, the Administration on Aging will award one (1) cooperative agreement for approximately \$200,000 per year, for up to three (3) years, to operate a National Center on Elder Abuse (NCEA) Native American Elder Justice Initiative.

The use of subcontractors, subgrantees, or consultants to execute the proposal's programmatic activities may not constitute more than 20% of the total level of effort required to carry out all programmatic activities at any time. If subrecipients will be used to accomplish programmatic activities, applications must clearly identify the projects where subrecipients will be engaged and clearly identify the total percentage of effort subrecipients are estimated to provide. Please note that the maximum 20% level of effort does not apply per project or task, but is a 20% maximum for all programmatic activities in *toto*.

Applications for continuation funding of the NCEA Native American Elder Justice Initiative beyond the initial year will be reviewed on a non-competitive basis, subject to the availability of funds, contingent on satisfactory progress of the grantee, and a determination by AoA that continued funding will be in the best interest of the government.

This is a new cooperative agreement. AoA will be substantially involved in the NCEA Native American Elder Justice Initiative (as listed in Section I. Funding Opportunity Description) by reviewing products for compliance with federal grant rules and participating in planning and

training activities, which will be determined by the needs and priorities of the grantee and the Administration on Aging. The cooperative agreement will include the following terms:

As provided by the terms of the Federal Grant and Cooperative Agreement Act of 1977 (P.L. 95-224), this Cooperative Agreement provides for the substantial involvement and collaboration of AoA in activities that the recipient organization will carry out in accordance with the provisions of the approved grant award.

The grantee agrees to execute the responsibilities outlined below:

1. Fulfill all of the requirements of the grant initiative as outlined in this program announcement, as well as carry out project activities as reviewed, approved, and awarded.
2. Collaborate with the Administration on Aging (AoA) in the execution of the work plan, and collaborate with AoA in understanding the programmatic and budgetary issues of the project. Based on these negotiations and emerging issues in the field, if necessary, the grantee will revise the project work plan and/or budget detailing expectations for major activities and products during the grant period.
3. Evaluate the impact of activities carried out under the NCEA Native American Elder Justice Initiative, and provide recommendations on ways to enhance the effort.
4. Meet with the AoA project officer at least once each quarter, or at such other times as are agreed upon, to improve the effectiveness of the activities carried out under this Agreement.
5. Work with other entities, including private, public, and Tribal, to foster an environment of multidisciplinary collaboration amongst the parties working to prevent or address elder abuse, neglect, and exploitation.
6. Produce products and/or materials under this award that are accurate, objective, unbiased, culturally appropriate, and of high professional quality, and that do not violate federal, departmental, or agency grant rules. Before publicly disseminating materials developed under this grant, grantee will provide the AoA project officer a copy of the final product in order for the AoA project officer to have at least 15 business days to ensure the product meets the requirements set forth in the program announcement.
7. Submit to the AoA project officer a final, clean copy of all data developed or supported with these grant funds, in the format in which it was developed or produced, as provided for in the [HHS Grants Policy Statement](#) and referenced in the Notice of Award. The HHS Grants Policy Statement defines “data” as: “recorded information, regardless of the form or media on which it may be recorded, and includes writings, films, sound recordings, pictorial reproductions, drawings, designs or other graphic representations, procedural manuals, forms, diagrams, work flow

charts, equipment descriptions, data files, data processing or computer programs (software), statistical records, and other research data” (p. II-69, Footnote 18).

8. Include the following disclaimer on all products produced using grant funding for the NCEA:  
"This (report/document/etc.) was completed for the National Center on Elder Abuse and is supported in part by a grant (No. XXX) from the Administration on Aging, U.S. Department of Health and Human Services (DHHS). Grantees carrying out projects under government sponsorship are encouraged to express freely their findings and conclusions. Therefore, points of view or opinions do not necessarily represent official Administration on Aging or DHHS policy."

The AoA project officer agrees to execute the responsibilities outlined below:

1. Perform the day-to-day Federal responsibilities of managing a grant initiative and will work with the grantee to ensure that the minimum requirements for the grant are met.
2. Work cooperatively with the grantee to clarify the programmatic and budgetary issues to be addressed by the grantee project, and, as necessary, negotiate with grantee to achieve a mutually agreed upon solution to any needs identified by the grantee or AoA.
3. Assist the grantee project leadership in understanding the policy concerns and/or priorities of the NCEA program, AoA, and the Department of Health and Human Services by conducting periodic briefings and by carrying out ongoing consultations. AoA will also share information with the grantee about other federally sponsored projects and activities relevant to the interests of the NCEA grantees and their activities.
4. Provide technical advice to the grantee on tasks related to the fulfillment of the goals and objectives of this grant.
5. Provide technical advice on grantee work products to ensure they are accurate, objective, unbiased, culturally appropriate, and of high professional quality, and that they do not violate federal, departmental, or agency grant rules. Before publicly disseminating materials developed under this grant, grantee will provide the AoA project officer a copy of the final product, and within 15 business days, the AoA project officer will provide guidance and feedback on whether the product meets the requirements set forth in the program announcement.
6. Provide consultation to the grantee in identifying emerging issues and modifying workplan priorities as necessary as they relate to the goals and objectives of the NCEA Native American Elder Justice Initiative.
7. Attend and participate in major project events as appropriate.

8. Meet with the grantee project director at least once each quarter, or at such other times as are agreed upon, to improve the effectiveness of the activities carried out under this Agreement.

Requests to modify or amend this Cooperative Agreement may be made by either party at any time. Any modifications and/or amendments shall be effective upon the mutual agreement of both parties.

### **III. ELIGIBILITY INFORMATION**

#### **1. Option 1: NCEA Information Clearinghouse**

##### **A. Eligible Applicants**

Domestic public or private non-profit entities including state and local governments, Indian tribal governments and organizations (American Indian/Alaskan Native/Native American), faith-based organizations, community-based organizations, hospitals, and institutions of higher education, are eligible to apply under this program announcement. An entity may apply for only one (1) Option. Applicants must demonstrate the skills and experience outlined in Section C. below to be considered for funding under this program announcement. The use of subcontractors, subgrantees, or consultants to execute the proposal's programmatic activities may not constitute more than 20% of the total level of effort required to carry out all programmatic activities at any time. If subrecipients will be used to accomplish programmatic activities, applications must clearly identify the projects where subrecipients will be engaged and clearly identify the total percentage of effort subrecipients are estimated to provide. Please note that the maximum 20% level of effort does not apply per project or task, but is a 20% maximum for all programmatic activities *in toto*.

##### **B. Cost Sharing or Matching**

Under this Older Americans Act (OAA) program, AoA will fund no more than 75% of the project's total cost, which means the applicant must cover at least 25% of the project's total cost with non-Federal resources. In other words, for every three (3) dollars received in Federal funding, the applicant must contribute at least one (1) dollar in non-Federal resources toward the project's total cost. This "three-to-one" ratio is reflected in the formula included under Item 18 in Attachment A. You can use this formula to calculate your minimum required match. A common error applicants make is to match 25% of the Federal share, rather than 25% of the project's total cost.

There are two types of match: 1) non-Federal cash and 2) non-Federal in-kind. In general, costs borne by the applicant and cash contributions of any and all third parties involved in the project, including sub-grantees, contractors and consultants, are considered matching funds. Volunteered time and use of facilities to hold meetings or conduct project activities may be considered in-kind (third party) donations. Examples of non-Federal cash match includes budgetary funds provided from the applicant agency's budget for costs associated with the project. AoA encourages you to not exceed the minimum match requirement. Applications with a match

greater than the minimum required will not receive additional consideration under the review. Match is not one of the responsiveness criteria as noted in Section III, 3 Application Screening Criteria.

AoA takes very seriously the current downturn in the nation's economy; therefore AoA may waive the matching requirement where severe hardship is documented by the applicant. If you feel unable to meet the minimum matching requirement, please provide a written justification, which explains why you cannot meet the match through cash or in-kind contributions. The written justification must be signed by your authorized representative and submitted with your application through <http://www.grants.gov>. AoA will review your request and contact you should additional information or justification be necessary. Applicants are encouraged to make this hardship determination during the application phase; waiver requests made after awards have been issued will be reviewed on a case-by-case basis.

### **C. Responsiveness and Screening Criteria**

#### **Application Responsiveness Criteria**

Applications will be reviewed to determine whether they meet the following responsiveness criteria. Those that do not will be administratively eliminated and will not be reviewed.

The applicant appears to have demonstrated:

- a) Existing, in-house staff with expertise in elder abuse, neglect, and exploitation issues;
- b) Existing, in-house staff with experience in operating a large resource center serving state-wide, regional, or national audiences and stakeholders;
- c) Existing, in-house, organizational capacity to run a national resource center that provides technical assistance and conducts activities on a wide array of programs and efforts to address elder abuse, neglect, and exploitation, including multidisciplinary teams; public awareness; research; direct services; training; and other prevention, intervention, or remediation efforts;
- d) Reliance on sub-grantees, sub-contractors, or consultants to carry out the activities of this program announcement does not constitute more than 20% of the total level of effort required to accomplish the programmatic activities.

#### **Application Screening Criteria**

All applications will be screened to assure a level playing field for all applicants. Applications that fail to meet the four screening criteria described below will **not** be reviewed and will receive **no** further consideration.

In order for an application to be reviewed, it must meet the following screening requirements:

1. Applications must be submitted electronically via <http://www.grants.gov> by 11:59 p.m., Eastern Time, **May 9, 2011**.
2. The Project Narrative section of the Application must be **double-spaced**, on 8 ½" x 11" plain white paper with **1" margins** on both sides, and a **font size of not less than 11**.

3. **The Project Narrative must not exceed 20 pages.** NOTE: The Project Work Plan, Letters of Commitment, and Vitae of Key Project Personnel **are not counted** as part of the Project Narrative for purposes of the 20-page limit.
4. The **Project Workplan** and **Budget** provide information for the entire three (3) year grant period.
5. The application has met the **Responsive Criteria** outlined above.

## **2. Option 2: NCEA Native American Elder Justice Initiative**

### **A. Eligible Applicants**

Domestic public or private non-profit entities including state and local governments, Indian tribal governments and organizations (American Indian/Alaskan Native/Native American), faith-based organizations, community-based organizations, hospitals, and institutions of higher education, are eligible to apply under this program announcement. An entity may apply for only one (1) Option. Applicants must demonstrate the skills and experience outlined in Section C. below to be considered for funding under this program announcement. The use of subcontractors, subgrantees, or consultants to execute the proposal's programmatic activities may not constitute more than 20% of the total level of effort required to carry out all programmatic activities at any time. If subrecipients will be used to accomplish programmatic activities, applications must clearly identify the projects where subrecipients will be engaged and clearly identify the total percentage of effort subrecipients are estimated to provide. Please note that the maximum 20% level of effort does not apply per project or task, but is a 20% maximum for all programmatic activities *in toto*.

### **B. Cost Sharing or Matching**

Under this Older Americans Act (OAA) program, AoA will fund no more than 75% of the project's total cost, which means the applicant must cover at least 25% of the project's total cost with non-Federal resources. In other words, for every three (3) dollars received in Federal funding, the applicant must contribute at least one (1) dollar in non-Federal resources toward the project's total cost. This "three-to-one" ratio is reflected in the formula included under Item 18 in Attachment A. You can use this formula to calculate your minimum required match. A common error applicants make is to match 25% of the Federal share, rather than 25% of the project's total cost.

There are two types of match: 1) non-Federal cash and 2) non-Federal in-kind. In general, costs borne by the applicant and cash contributions of any and all third parties involved in the project, including sub-grantees, contractors and consultants, are considered matching funds. Volunteered time and use of facilities to hold meetings or conduct project activities may be considered in-kind (third party) donations. Examples of non-Federal cash match includes budgetary funds provided from the applicant agency's budget for costs associated with the project. AoA encourages you to not exceed the minimum match requirement. Applications with a match greater than the minimum required will not receive additional consideration under the review. Match is not one of the responsiveness criteria as noted in Section III, 3 Application Screening Criteria.

AoA takes very seriously the current downturn in the nation's economy; therefore AoA may waive the matching requirement where severe hardship is documented by the applicant. If you feel unable to meet the minimum matching requirement, please provide a written justification, which explains why you cannot meet the match through cash or in-kind contributions. The written justification must be signed by your authorized representative and submitted with your application through <http://www.grants.gov>. AoA will review your request and contact you should additional information or justification be necessary. Applicants are encouraged to make this hardship determination during the application phase; waiver requests made after awards have been issued will be reviewed on a case-by-case basis.

## **C. Responsiveness and Screening Criteria**

### **Application Responsiveness Criteria**

Applications will be reviewed to determine whether they meet the following responsiveness criteria. Those that do not will be administratively eliminated and will not be reviewed.

The applicant appears to have demonstrated:

- a) Existing, in-house staff with experience in developing culturally appropriate materials for American Indian, Alaskan Native, and Native Hawaiian peoples;
- b) Existing, in-house staff with experience in the area of elder abuse, neglect, or exploitation in Indian Country;
- c) Existing, in-house, organizational capacity to provide technical assistance and conduct activities on a wide array of programs and efforts to address elder abuse, neglect, and exploitation in Indian Country, including multidisciplinary teams; public awareness; research; direct services; training; and other prevention, intervention, or remediation efforts;
- d) Reliance on sub-grantees, sub-contractors, or consultants to carry out the activities of this program announcement does not constitute more than 20% of the total level of effort required to accomplish the programmatic activities.

### **Application Screening Criteria**

All applications will be screened to assure a level playing field for all applicants. Applications that fail to meet the four screening criteria described below will **not** be reviewed and will receive **no** further consideration.

In order for an application to be reviewed, it must meet the following screening requirements:

- 1. Applications must be submitted electronically via <http://www.grants.gov> by 11:59 p.m., Eastern Time, **May 9, 2011**.
- 2. The Project Narrative section of the Application must be **double-spaced**, on 8 ½" x 11" plain white paper with **1" margins** on both sides, and a **font size of not less than 11**.



3. **The Project Narrative must not exceed 20 pages.** NOTE: The Project Work Plan, Letters of Commitment, and Vitae of Key Project Personnel **are not counted** as part of the Project Narrative for purposes of the 20-page limit.
4. The **Project Workplan** and **Budget** provide information for the entire three (3) year grant period.
5. The application has met the **Responsive Criteria** outlined above.

## IV. APPLICATION AND SUBMISSION INFORMATION

### 1. Address to Request Application Package

Application materials can be obtained from <http://www.grants.gov> or <http://www.aoa.gov/AoARoot/Grants/Funding/index.aspx>.

Please note, AoA is requiring applications for all announcements to be submitted electronically through <http://www.grants.gov>. The Grants.gov (<http://www.grants.gov>) registration process can take several days. If your organization is not currently registered with <http://www.grants.gov>, please begin this process immediately. **For assistance with <http://www.grants.gov>, please contact them at [support@grants.gov](mailto:support@grants.gov) or 1-800-518-4726 between 7 a.m. and 9 p.m. Eastern Time.** At <http://www.grants.gov>, you will be able to download a copy of the application packet, complete it off-line, and then upload and submit the application via the Grants.gov website (<http://www.grants.gov>).

Applications submitted via <http://www.grants.gov>:

- You may access the electronic application for this program on <http://www.grants.gov>. You must search the downloadable application page by the Funding Opportunity Number (HHS-2011-AoA-AB-1108) or CFDA number 93.048.
- At the <http://www.grants.gov> website, you will find information about submitting an application electronically through the site, including the hours of operation. AoA strongly recommends that you do not wait until the application due date to begin the application process through <http://www.grants.gov> because of the time involved to complete the registration process.
- All applicants must have a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number and register in the Central Contractor Registry (CCR). You should allow a minimum of **five days** to complete the CCR registration.
- Effective October 1, 2010, HHS requires all entities that plan to apply for and ultimately receive Federal grant funds from any HHS Operating/Staff Division (OPDIV/STAFFDIV) **or receive subawards directly from the recipients of those grant funds** to:
  1. Be registered in the CCR prior to submitting an application or plan;



2. Maintain an active CCR registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
3. Provide its DUNS number in each application or plan it submits to the OPDIV.

An award cannot be made until the applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, the OPDIV/STAFFDIV:

- May be determined that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

Additionally, all first-tier subaward recipients must have a DUNS number at the time the subaward is made.

- Since October 1, 2003, The Office of Management and Budget has required applicants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for Federal grants or cooperative agreements. It is entered on the SF 424. It is a unique, **nine-digit identification number**, which provides unique identifiers of single business entities. The DUNS number is *free and easy* to obtain.
- Organizations can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711 or by using this link to access a guide: [https://www.whitehouse.gov/omb/grants/duns\\_num\\_guide.pdf](https://www.whitehouse.gov/omb/grants/duns_num_guide.pdf)
- You must submit all documents electronically, including all information included on the SF424 and all necessary assurances and certifications.
- Prior to application submission, Microsoft Vista and Office 2007 users should review the <http://www.grants.gov> compatibility information and submission instructions provided at <http://www.grants.gov> (click on “**Vista and Microsoft Office 2007 Compatibility Information**”).
- Your application must comply with any page limitation requirements described in this Program Announcement.
- After you electronically submit your application, you will receive an automatic acknowledgement from <http://www.grants.gov> that contains <http://www.grants.gov> tracking number. The Administration on Aging will retrieve your application form from <http://www.grants.gov>.
- After the Administration on Aging retrieves your application form from <http://www.grants.gov>, a return receipt will be emailed to the applicant contact. This will be in addition to the validation number provided by <http://www.grants.gov>.

- Each year organizations registered to apply for Federal grants through <http://www.grants.gov> will need to renew their registration with the Central Contractor Registry (CCR). You can register with the CCR online and it will take about 30 minutes (<http://www.ccr.gov>).

Contact person regarding this Program Announcement:

U.S. Department of Health and Human Services  
Administration on Aging  
Project Officer: Stephanie Whittier Eliason  
Program Announcement Contact Person: Nichlas Fox  
Center for Program Operations  
Washington, D.C. 20201  
Phone: 202-357-3522  
E-mail: [nichlas.fox@aoa.hhs.gov](mailto:nichlas.fox@aoa.hhs.gov)

## **2. Content and Form of Application Submission**

### **Letter of Intent**

Applicants are requested, but not required, to submit a letter of intent to apply for this funding opportunity to assist AoA in planning for the application independent review process. The purpose of the letter of intent is to allow our staff to estimate the number of independent reviewers needed and to avoid potential conflicts of interest in the review. The deadline for submission of the letter of intent is April 9, 2011. Letters of intent should be sent to:

U.S. Department of Health and Human Services  
Administration on Aging  
Office of Elder Rights/Center for Program Operations  
C/O Nichlas Fox  
Email: [nichlas.fox@aoa.hhs.gov](mailto:nichlas.fox@aoa.hhs.gov)  
Phone: 202-357-3522  
Fax: 202-357-3549

### **Project Narrative**

The Project Narrative must be double-spaced, on 8 ½" x 11" paper with 1" margins on both sides, and a font size of not less than 11. You can use smaller font sizes to fill in the Standard Forms and Sample Formats. The suggested length for the Project Narrative is ten to twenty pages; twenty pages is the maximum length allowed. AoA will not accept applications with a Project Narrative that exceeds 20 pages. The Project Work Plan, Letters of Commitment, and Vitae of Key Personnel are not counted as part of the Project Narrative for purposes of the 20-page limit, but all of the other sections noted below are included in the limit.

The components of the Project Narrative counted as part of the 20 page limit include:

- Summary/Abstract
- Problem Statement

- Goal(s) and Objective(s)
- Proposed Intervention
- Special Target Populations and Organizations
- Outcomes
- Project Management
- Evaluation
- Dissemination
- Organizational Capability

The Project Narrative is the most important part of the application, since it will be used as the primary basis to determine whether or not your project meets the minimum requirements for grants under the Older Americans Act. The Project Narrative should provide a clear and concise description of your project and must be based only on the Option for which you are applying. AoA recommends that your project narrative include the following components:

**Summary/Abstract.** This section should include a brief - no more than 265 words maximum - description of the proposed project, including: goal(s), objectives, outcomes, and products to be developed. Detailed instructions for completing the summary/abstract are included in Attachment F of this document.

**Problem Statement.** This section should describe, in both quantitative and qualitative terms, the nature and scope of the specific and particular problem or issue in terms of the Option for which you are applying, and the proposed intervention it is designed to address. It should detail how the project will potentially affect the targeted elderly population, their caregivers, specific subgroups within those populations, and possibly the health care, social services, and legal systems (e.g., the use of health care and/or nursing home services.) It is recommended that applicants focus their problem statement on the specific aspects of the history, extant literature, current status, and policy considerations bearing on the development of elder abuse prevention and intervention programs and the roles of the national, state, and local agencies responsible for their operation as it pertains to their proposed activities, rather than providing a broad or sweeping historical overview that is not directly related to the proposed interventions and activities.

**Goals and Objectives.** This section should consist of a description of the project's goal(s) and major objectives with respect to the Option for which you are applying.. Unless the project involves multiple, complex interventions, we recommend you have only one overall goal.

**Proposed Intervention.** This section should provide a clear and concise description of the intervention you are proposing to use to address the problem described in the "Problem Statement" above. The interventions should be specific to the Option for which you are applying. Applicants are expected to explain the rationale for using the particular intervention and to present a clear connection between identified system gaps and needs and the proposed activities. Proposals should detail the nature of the activities to be undertaken, how they address system gaps and identified issues, and how they will assist in achieving the overall project goals and objectives. Clarification as to why these specific activities were selected is appropriate (i.e. has this approach been successful in other settings? Does the research suggest this direction?).

Also note any major barriers you anticipate encountering, and how your project will be able to overcome those barriers. At minimum, applicants should:

1. Indicate a plan for addressing the problems or issues on a national level. Provide detailed descriptions of specific products or outcomes proposed for development or modification.
2. In addition to the NCEA website, demonstrate how technology will be incorporated to advertise and advance programs and services, provide training and/or technical assistance, and disseminate information and products.
3. Describe the role and makeup of potential subrecipients who are intended to be involved in completing specific tasks, and identify the percentage of level of effort (not to exceed a total of 20%) subrecipients are anticipated to provide in completing programmatic activities.
4. Provide specifics about the intervention strategies, expected outcomes and barriers for all anticipated years of the grant (3).

**Special Target Populations and Organizations.** This section should describe how you plan to involve community-based organizations in a meaningful way in the planning and implementation of the proposal project. This section should also describe how the proposed intervention will target disadvantaged populations, including limited-English speaking populations.

**Outcomes.** This section of the project narrative must clearly identify the measurable outcome(s) that will result from the project. AoA will not fund any project that does not include measurable outcomes. This section should also describe how the project's findings might benefit the field at large, such as how the findings could help other organizations throughout the nation to address the same or similar problems. List measurable outcomes in the attached work plan grid (Attachment E) under "Measurable Outcomes" in addition to any discussion included in the narrative, along with a description of how the project might benefit the field at large.

A "measurable outcome" is an observable end-result that describes how a particular intervention benefits consumers. It demonstrates the "impact" of the intervention. For example, a change in a client's financial, health, and/or functional status; mental well-being; knowledge; skill; attitude; awareness; or behavior. It can also describe a change in the degree to which consumers exercise choice over the types of services they receive, or whether they are satisfied with the way a service is delivered. Additional examples include: a change in the responsiveness or cost-effectiveness of a service delivery system; a new model of support or care that can be replicated; new knowledge; a measurable increase in community awareness; or a measurable increase in persons receiving services. A measurable outcome is not a measurable "output", such as: the number of clients served; the number of training sessions held; or the number of service units provided.

You should keep the focus of this section on describing **what** outcome(s) will be produced by the project. You should use the Evaluation section noted below to describe **how** the outcome(s) will be measured and reported. Your application will be scored on the clarity and nature of your proposed outcomes, not on the number of outcomes cited. In many cases, it is very appropriate for a project to have only ONE outcome that it is trying to achieve through the intervention reflected in the project's design.

**Project Management.** This section should include a clear delineation of the roles and responsibilities of project staff and subrecipients and how they will contribute to achieving the project's objectives and outcomes. It should specify who would have day-to-day responsibility for key tasks such as: leadership of project; monitoring the project's on-going progress, preparation of reports; and communications with other partners and AoA. It should also describe the approach that will be used to monitor and track progress on the project's tasks and objectives. AoA expects that throughout the grant period, the Project Director will have involvement in, and substantial knowledge about, all aspects of the project.

**Evaluation.** This section should describe the methods that you will use to evaluate whether or not the proposed intervention achieves its measurable outcome(s) and assess and evaluate the impact of activities of the Option for which you are applying. You should describe the quantitative and qualitative tools and techniques that you will employ to measure the outcome(s) and how you will identify and document the "lessons learned."

**Dissemination.** This section should describe the method that will be used to disseminate the project's results and findings in a timely manner and in easily understandable formats to the target audience, the general public, and other parties who might be interested in using the results of the project. All appropriate findings and products will be posted on the NCEA website as determined by the AoA project officer. Therefore, applicants should propose other innovative approaches to informing parties who might be interested in using the results of the project to inform practice, service delivery, program development, and/or policy-making, especially to those parties who would be interested in replicating the project. As the NCEA is a national information clearinghouse, AoA expects that nationwide dissemination of products and knowledge will occur.

**Organizational Capability Statement.** Each application should include an organizational capability statement and vitae for key project personnel. The organizational capability statement should describe how the applicant agency (or the particular division of a larger agency which will have responsibility for this project) is organized, the nature and scope of its work and/or the capabilities it possesses. This description should cover capabilities of the applicant agency not included in the program narrative, such as any current or previous relevant experience and/or the record of the project team in preparing cogent and useful reports, publications, and other products. If appropriate, include an organization chart showing the relationship of the project to the current organization. Neither vitas nor an organizational chart will count towards the narrative page limit. Also include information about any contractual and/or supportive staff/organization(s) that will have a secondary role(s) in implementing the project and achieving project goals. This section is another place that would be appropriate to identify that subrecipients do not constitute more than 20% of the level of effort your organization will expend on programmatic activities.

## **Work Plan**

The Project Work Plan should reflect, and be consistent with, the Project Narrative and Budget, and must cover all three (3) years of the project period. It should include a statement of the project's overall goal, anticipated outcome(s), key objectives, and the major tasks, action steps,

or products that will be pursued or developed to achieve the goal and outcome(s). For each major task, action step, or product the work plan should identify timeframes involved (including start- and end-dates), and the lead person responsible for completing the task. Please use the Sample Work Plan format included in Attachment E. There are no page limits for completing the WorkPlan.

### **Letters of Commitment from Subrecipient Organizations and Agencies**

Letters of Commitment are ONLY required IF an organization or entity has been specifically named as a subrecipient and/or to carry out any aspect of the project. The signed letters of commitment **must specify** the role and resources/activities that will be provided in support of the applicant. The organization's expertise, experience, and access to the targeted population(s) should also be described in the letter of commitment. For applications submitted electronically via <http://www.grants.gov>, signed letters of commitment should be scanned and included as attachments. Applicants unable to scan the signed letters of commitment may fax them to the AoA Office of Grants Management at 202-357-3467 by the application submission deadline. In your fax, be sure to include the funding opportunity number and your agency name.

### **Budget Narrative/Justification**

The Budget Narrative/Justification should be provided using the format included as Attachment C of this Program Announcement. Applicants are encouraged to pay particular attention to Attachment C, which provides an example of the level of detail sought. A combined multi-year Budget Narrative/Justification, as well as a detailed Budget Narrative/Justification for each year of potential grant funding is required. **Please Note:** Because the proposal must demonstrate a clear and strong relationship between the stated objectives, project activities, and the budget, the budget justification should describe the cost estimated per project, activity, or product under the Option for which you are applying. This budget justification should define the amount of work that is planned and expected to be performed and what it will cost. This will also be used to help determine if subrecipients constitute more than 20% of the total level of effort to carry out programmatic activities.

### **3. Submission Dates and Times**

Applications must be submitted electronically by 11:59 p.m. Eastern Time, **May 9, 2011**.

Applications that fail to meet the application due date will not be reviewed and will receive no further consideration. You are strongly encouraged to submit your application a minimum of 3-5 days prior to the application closing date. Do not wait until the last day in the event you encounter technical difficulties, either on your end or, with <http://www.grants.gov>. Grants.gov can take up to 48 hours to notify you of a successful submission.

Unsuccessful submissions will require authenticated verification from <http://www.grants.gov> indicating system problems existed at the time of your submission. For example, you will be required to provide an <http://www.grants.gov> submission error notification and/or tracking number in order to substantiate missing the cut off date.

Grants.gov (<http://www.grants.gov>) will automatically send applicants a tracking number and date of receipt verification electronically once the application has been successfully received and validated in <http://www.grants.gov>. After the Administration on Aging retrieves your application form from <http://www.grants.gov>, a return receipt will be emailed to the applicant contact. This will be in addition to the validation number provided by <http://www.grants.gov>.

#### **4. Intergovernmental Review**

This funding opportunity announcement is not subject to the requirements of Executive Order 12372, "Intergovernmental Review of Federal Programs."

#### **5. Funding Restrictions**

The following activities are not fundable:

- Construction and/or major rehabilitation of buildings
- Basic research (e.g. scientific or medical experiments)
- Continuation of existing projects without expansion or new and innovative approaches

#### **6. Other Submissions Requirements**

Letters of intent should be emailed or faxed to:

Nichlas Fox

Office of Elder Rights

Email: [nichlas.fox@aoa.hhs.gov](mailto:nichlas.fox@aoa.hhs.gov)

Phone: 202-357-3522

Fax: 202-357-3549

### **V. APPLICATION REVIEW INFORMATION**

#### **1. Criteria**

Applications are scored by assigning a maximum of 100 points across four criteria:

- A. Purpose and Need for Assistance - (10 points);
- B. Approach/Method - Work Plan and Activities - (30 points);
- C. Outcomes/Evaluation/Dissemination - (30 points); and
- D. Level of Effort - (30 points).

A. Purpose and Need for Assistance

Weight: 10 points

- i. Does the application adequately and appropriately describe and document the key problem(s)/condition(s) relevant to its purposes under the Option for which the applicant is applying? Is the proposed project justified in terms of the most recent, relevant, and available information and knowledge? Does the applicant demonstrate a familiarity with the history, extant literature, current status, and policy

considerations bearing on the development of elder abuse prevention and intervention programs and the roles of the national, state, and local agencies responsible for their operation? (10 points)

B. Approach, Work Plan and Activities

Weight: 30 points

- i. Is the intervention for the activities described in the relevant Option clearly defined? Does it reflect a coherent and feasible approach for successfully addressing the identified problem and achieving the identified outcome(s)? Does the project take into account barriers and opportunities that exist in the larger environment that may impact on the project's success? Does the intervention optimize the use of potential partnerships with other organizations and/or consumer groups, as appropriate? Does the applicant indicate a plan for achieving projects of national scope? (10 points)
- ii. Is the project work plan clear and comprehensive and based on the Option for which the applicant is applying? Does it include sensible and feasible timeframes and milestones for the accomplishment of tasks presented? Are the activities described in the application consistent with AoA priorities, as indicated under each grant Option? Does the work plan include specific objectives and tasks that are linked to measurable outcomes? Are the roles and responsibilities of project staff and subgrantees/subcontractors clearly defined and linked to specific objectives and tasks? Does the proposal include a clear and coherent management plan? (10 points)
- iii. Does the application describe how local, community-based organizations will be involved in a meaningful way in the planning and implementation of the proposed project(s)? Does the approach include groups that work with underrepresented populations in its target population? (10 points)

C. Project Outcomes, Evaluation and Dissemination

Weight: 30 points

- i. Does the applicant provide detailed descriptions of specific products or outcomes proposed for development or modification? Are the expected project benefits/results clear, realistic, and consistent with the objectives and purpose of the relevant Option and the NCEA mission? Are the anticipated outcomes of the proposed project likely to be achieved and will they significantly benefit the populations affected by the intervention, and the field of aging as a whole? Are the proposed outcomes quantifiable and measurable, consistent with the definition of a project outcome contained in the Program Announcement? (10 points)
- ii. Does the project evaluation reflect a thoughtful and well-designed approach that will be able to successfully measure whether or not the project has achieved its proposed outcome(s)? Does the plan include the qualitative and/or quantitative methods necessary to reliably measure outcomes? Is the evaluation also designed to capture "lessons learned" from the overall effort that might be of use to others in addressing elder abuse, neglect, and exploitation, especially those who might be interested in replicating any or all of the project's approaches? (10 points)



- iii. Does the proposal demonstrate creativity in how they will incorporate technology to advertise their programs and services and disseminate information and products to all appropriate audiences? Will the dissemination plan get relevant and easy to use information in a timely manner to parties that might be interested in using or replicating any or all of the project's approaches or findings? (10 points)

D. Level of Effort:

Weight: 30 points

- i. Do the proposed project director(s), key staff, and subrecipients have the background, experience, and other **qualifications** required to carry out their designated roles, as described in Section I of the program announcement? Does the applicant demonstrate expert knowledge concerning elder abuse, neglect, and exploitation; a history of expertise in the operation and organization of programs to detect, identify, assess, intervene in, investigate, or respond to elder mistreatment; and the requisite organizational capacity to carry out the activities on a national level for the National Center on Elder Abuse Option being applied for? Does the applicant demonstrate their qualifications specific to the Option under which they are applying? (10 points)
- ii. Is the **level of effort** of the project staff, consultants, and/or subrecipients appropriate and adequate to carryout the project? Do subrecipients constitute no more than 20% of the total level of effort needed to carry out the proposed activities? Is the time commitment of the proposed director and other key project personnel sufficient to assure proper direction, management, and timely completion of the project? Are Letters of Commitment from collaborating organizations included, as appropriate, and do they express the clear commitment and areas of responsibility of those organizations, consistent with the work plan description of their intended roles and contributions? (10 points)
- iii. Does the application adequately describe the budget, budget narrative, and budget justification, as requested in the project narrative? Does the budget justification provide a detailed breakdown of cost per project, activity, or product? Is the budget justified with respect to the adequacy and reasonableness of resources requested? Are budget line items clearly delineated and consistent with work plan objectives? Is the project cost-effective and programmatically efficient, maximizing Federal and all other resources? (10 points)

## 2. Review and Selection Process

An independent review panel of at least three individuals will evaluate applications that pass the screening and meet the responsiveness criteria if applicable. These reviewers are experts in their field, and are drawn from academic institutions, non-profit organizations, state and local government, and Federal government agencies. Based on the Application Review Criteria as outlined under Section V.1, the reviewers will comment on and score the applications, focusing their comments and scoring decisions on the identified criteria.

Final award decisions will be made by the Assistant Secretary for Aging (ASA). In making these decisions, the ASA will take into consideration: recommendations of the review panel; reviews for programmatic and grants management compliance; the reasonableness of the estimated cost to the government considering the available funding and anticipated results; and the likelihood that the proposed project will result in the benefits expected.

## **VI. AWARD ADMINISTRATION INFORMATION**

### **1. Award Notices**

Successful applicants will receive an electronic Notice of Award. The Notice of Award is the authorizing document from the U.S. Administration on Aging authorizing official, Officer of Grants Management, and the AoA Office of Budget and Finance. AoA anticipates notifying successful applicants no later than June 1, 2011. Unsuccessful applicants are generally notified within 30 days of the final funding decision and will receive a disapproval letter via e-mail or U.S. mail. Unless indicated otherwise in this announcement, unsuccessful applications will not be retained by the agency and destroyed.

### **2. Administrative and National Policy Requirements**

The award is subject to DHHS Administrative Requirements, which can be found in 45CFR Part 74 and 92 and the Standard Terms and Conditions implemented through the HHS Grants Policy Statement located at <http://www.hhs.gov/grantsnet/adminis/gpd/index.htm>.

### **3. Reporting**

Effective January 1, 2011, AoA requires the submission of the SF-425 (Federal Financial Report). The AoA program progress report is due semi-annually from the start date of the award. Final performance and SF-425 reports are due 90 days after the end of the project period.

Grantees are required to complete the federal cash transactions portion of the SF-425 within the Payment Managements System as identified in their award documents for the calendar quarters ending 3/31, 6/30, 9/30, and 12/31 through the life of their award. In addition, the fully completed SF-425 will be required as denoted in the Notice of Award terms and conditions.

### **4. FFATA and FSRS Reporting**

The Federal Financial Accountability and Transparency Act (FFATA) requires data entry at the FFATA Subaward Reporting System (<http://www.FSRS.gov>) for all sub-awards and sub-contracts issued for \$25,000 or more as well as addressing executive compensation for both grantee and sub-award organizations.

For further guidance please see the following link:

[http://www.aoa.gov/AoARoot/Grants/FFATA\\_Terms/docs/Requirements\\_for\\_Federal\\_Funding\\_Accountability\\_and\\_Transparency\\_Act\\_Implementation.pdf](http://www.aoa.gov/AoARoot/Grants/FFATA_Terms/docs/Requirements_for_Federal_Funding_Accountability_and_Transparency_Act_Implementation.pdf)

## VII. AGENCY CONTACTS

Project Officer:  
U.S. Department of Health and Human Services  
Administration on Aging  
Washington, DC 20201  
Attn: Stephanie Whittier Eliason  
Telephone: (202) 357-3519,  
E-mail: [Stephanie.WhittierEliason@aoa.hhs.gov](mailto:Stephanie.WhittierEliason@aoa.hhs.gov)

Grants Management Specialist:  
U.S. Department of Health and Human Services  
Administration on Aging  
Washington, DC 20201  
Attn: Rebecca Mann  
E-mail: [grants.office@aoa.hhs.gov](mailto:grants.office@aoa.hhs.gov)

## VIII. OTHER INFORMATION

### 1. Application Elements

- a. SF 424 – Application for Federal Assistance (See Attachment A for Instructions).
- b. SF 424A – Budget Information. (See Attachment A for Instructions; See Attachment B for an example of a completed SF 424A).
- c. Separate Budget Narrative/Justification (See Attachment C for a Budget Narrative/Justification Sample Format with Examples and Attachment D for a Sample Template).  
**NOTE: Applicants requesting funding for multi-year grant projects are REQUIRED to provide a Narrative/Justification for each year of potential grant funding, as well as a combined multi-year detailed Budget Narrative/Justification.**
- d. SF 424B – Assurances. Note: Be sure to complete this form according to instructions and have it signed and dated by the authorized representative (see item 18d on the SF 424).
- e. Lobbying Certification
- f. Proof of non-profit status, if applicable
- g. Copy of the applicant's most recent indirect cost agreement, if requesting indirect costs. If any sub-contractors or sub-grantees are requesting indirect costs, copies of their indirect cost agreements must also be included with the application.

- h. Project Narrative with Work Plan (See Attachment E, for Sample Work Plan Format).
  - i. Organizational Capability Statement and Vitae for Key Project Personnel.
- 9.
- j. Letters of Commitment from Key Partners, if applicable.

## **2. The Paperwork Reduction Act of 1995 (P.L. 104-13)**

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The project description and Budget Narrative/Justification is approved under OMB control number 0985-0018 which expires on 8/31/13. Public reporting burden for this collection of information is estimated to average 10 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed and reviewing the collection information.

# **ATTACHMENTS**

## **Attachment A:**

Instructions for Completing Required Forms  
(SF 424, Budget (SF 424A), Budget Narrative/Justification)

## **Attachment B:**

SF 424 – Sample Format with Example

## **Attachment C:**

Budget Narrative/Justification Format – Sample Format with Examples

## **Attachment D:**

Budget Narrative/Justification – Sample Template

## **Attachment E:**

Project Work Plan - Sample Template

## **Attachment F:**

Instructions for Completing the Summary/Abstract

## **Attachment A: Instructions for Completing Required Forms**

### **(SF 424, Budget (SF 424A), Budget Narrative/Justification)**

This section provides step-by-step instructions for completing the four (4) standard Federal forms required as part of your grant application, including special instructions for completing Standard Budget Forms 424 and 424A. Standard Forms 424 and 424A are used for a wide variety of Federal grant programs, and Federal agencies have the discretion to require some or all of the information on these forms. AoA does not require all the information on these Standard Forms. Accordingly, please use the instructions below in lieu of the standard instructions attached to SF 424 and 424A to complete these forms.

#### **a. Standard Form 424**

1. **Type of Submission:** (REQUIRED): Select one type of submission in accordance with agency instructions.

- Preapplication
- Application
- Changed/Corrected Application – If AoA requests, check if this submission is to change or correct a previously submitted application.

2. **Type of Application:** (REQUIRED) Select one type of application in accordance with agency instructions.

- New
- Continuation
- Revision

3. **Date Received:** Leave this field blank.

4. **Applicant Identifier:** Leave this field blank

5a **Federal Entity Identifier:** Leave this field blank

5b. **Federal Award Identifier:** For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award (grant) number.

6. **Date Received by State:** Leave this field blank.

7. **State Application Identifier:** Leave this field blank.

8. **Applicant Information:** Enter the following in accordance with agency instructions:

a. **Legal Name:** (REQUIRED): Enter the name that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website (<http://www.grants.gov>).

**b. Employer/Taxpayer Number (EIN/TIN):** (REQUIRED): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service.

**c. Organizational DUNS:** (REQUIRED) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website (<http://www.grants.gov>). Your DUNS number can be verified at <http://www2.zapdata.com/CompanyLookup.do>.

**d. Address:** (REQUIRED) Enter the complete address including the county.

**e. Organizational Unit:** Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the project.

**f. Name and contact information of person to be contacted on matters involving this application:** Enter the name (First and last name required), organizational affiliation (if affiliated with an organization other than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.

**9. Type of Applicant:** (REQUIRED) Select the applicant organization "type" from the following drop down list.

A. State Government B. County Government C. City or Township Government D. Special District Government E. Regional Organization F. U.S. Territory or Possession G. Independent School District H. Public/State Controlled Institution of Higher Education I. Indian/Native American Tribal Government (Federally Recognized) J. Indian/Native American Tribal Government (Other than Federally Recognized) K. Indian/Native American Tribally Designated Organization L. Public/Indian Housing Authority M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education) N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education) O. Private Institution of Higher Education P. Individual Q. For-Profit Organization (Other than Small Business) R. Small Business S. Hispanic-serving Institution T. Historically Black Colleges and Universities (HBCUs) U. Tribally Controlled Colleges and Universities (TCCUs) V. Alaska Native and Native Hawaiian Serving Institutions W. Non-domestic (non-US) Entity X. Other (specify)

**10. Name Of Federal Agency:** (REQUIRED) Enter U.S. Administration on Aging

**11. Catalog Of Federal Domestic Assistance Number/Title:** The CFDA number can be found on page one of the Program Announcement.

**12. Funding Opportunity Number/Title:** (REQUIRED) The Funding Opportunity Number and title of the opportunity can be found on page one of the Program Announcement.

**13. Competition Identification Number/Title:** Leave this field blank.

**14. Areas Affected By Project:** List the largest political entity affected (cities, counties, state etc).

**15. Descriptive Title of Applicant's Project:** (REQUIRED) Enter a brief descriptive title of the project.

**16. Congressional Districts Of:** (REQUIRED) 16a. Enter the applicant's Congressional District, and 16b. Enter all district(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 3 characters District Number, e.g., CA-005 for California 5th district, CA-012 for California 12<sup>th</sup> district, NC-103 for North Carolina's 103rd district. If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. If nationwide, i.e. all districts within all states are affected, enter US-all. See the below website to find your congressional district:

<http://www.house.gov/Welcome.shtml>

**17. Proposed Project Start and End Dates:** (REQUIRED) Enter the proposed start date and final end date of the project. **If you are applying for a multi-year grant, such as a 3 year grant project, the final project end date will be 3 years after the proposed start date.** In general, all start dates on the SF424 should be the 1<sup>st</sup> of the month and the end date of the last day of the month of the final year, for example 4/01/2011 to 3/31/2014. The Grants Officer can alter the start and end date at their discretion.

**18. Estimated Funding:** (REQUIRED) If requesting multi-year funding, enter the full amount requested from the Federal Government in line item 18.a., as a multi-year total. For example and illustrative purposes only, if year one is \$100,000, year two is \$100,000, and year three is \$100,000, then the full amount of Federal funds requested would be reflected as \$300,000. The amount of matching funds is denoted by lines b. through f. with a combined Federal and non-Federal total entered on line g. Lines b. through f. represents contributions to the project by the applicant and by your partners during the total project period, broken down by each type of contributor. The value of in-kind contributions should be included on appropriate lines, as applicable.

**NOTE:** Applicants should review cost sharing or matching principles contained in Subpart C of 45 CFR Part 74 or 45 CFR Part 92 before completing Item 18 and the Budget Information Sections A, B and C noted below.

All budget information entered under item 18 should cover the total project period. For sub-item 18a, enter the Federal funds being requested. Sub-items 18b-18e is considered matching funds. The dollar amounts entered in sub-items 18b-18f must total at least 1/3<sup>rd</sup> of the amount of Federal funds being requested (the amount in 18a). For a full explanation of AoA's match requirements, see the information in the box below. For sub-item 18f (program income), enter only the amount, if any, that is going to be used as part of the required match. Program Income submitted as match will become a part of the award match and recipients will be held accountable to meet their share of project expenses even if program income is not generated during the award period.

There are two types of match: 1) non-Federal cash and 2) non-Federal in-kind. In general, costs borne by the applicant and cash contributions of any and all third parties involved in the project,



including sub-grantees, contractors and consultants, are considered **matching funds**. Examples of **non-Federal cash match** includes budgetary funds provided from the applicant agency's budget for costs associated with the project. Generally, most contributions from sub-contractors or sub-grantees (third parties) will be non-Federal in-kind matching funds. Volunteered time and use of facilities to hold meetings or conduct project activities may be considered in-kind (third party) donations.

NOTE: **Indirect charges** may only be requested if: (1) the applicant has a current indirect cost rate agreement approved by the Department of Health and Human Services or another Federal agency; or (2) the applicant is a state or local government agency. State governments should enter the amount of indirect costs determined in accordance with DHHS requirements. **If indirect costs are to be included in the application, a copy of the approved indirect cost agreement must be included with the application. Further, if any sub-contractors or sub-grantees are requesting indirect costs, a copy of the latest approved indirect cost agreements must also be included with the application, or reference to an approved cost allocation plan.**

#### **AOA's Match Requirement**

Under this and other OAA programs, AoA will fund no more than 75 % of the **project's total cost**, which means the applicant must cover at least 25% of the **project's total cost** with non-Federal resources. In other words, for every three (3) dollars received in Federal funding, the applicant must contribute at least one (1) dollar in non-Federal resources toward the project's total cost (i.e., the amount on line 18g.). This "three-to-one" ratio is reflected in the following formula which you can use to calculate your minimum required match:

**Federal Funds Requested (i.e., amount on line 15a) / 3 = Minimum Match**

For example, if you request \$100,000 in Federal funds, then your **minimum** match requirement is \$100,000/3 or \$33,333. In this example the **project's total cost** would be \$133,333.

A **common error** applicants make is to match 25% of the Federal share, rather than 25% of the project's total cost, so be sure to use one of the formulas above to calculate your match requirement.

**If the required non-Federal share is not provided by the completion date of the funded project period, AoA will reduce the Federal dollars awarded when closing out the award to meet the match percentage, which may result in a requirement to return Federal funds.**

**19. Is Application Subject to Review by State Under Executive Order 12372 Process?**  
Check c. Program is not covered by E.O. 12372

**20. Is the Applicant Delinquent on any Federal Debt?** (Required) This question applies to the applicant organization, not the person who signs as the authorized representative. If yes, include an explanation on the continuation sheet.

**21. Authorized Representative:** (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)

**b. Standard Form 424A**

NOTE: Standard Form 424A is designed to accommodate applications for multiple grant programs; thus, for purposes of this AoA program, many of the budget item columns and rows are not applicable. You should only consider and respond to the budget items for which guidance is provided below. Unless otherwise indicated, the SF 424A should reflect a multi year budget. See Attachment B.

**Section A - Budget Summary**

**Line 5:** Leave columns (c) and (d) blank. Enter TOTAL Federal costs in column (e) and total non-Federal costs (including third party in-kind contributions and any program income to be used as part of the grantee match) in column (f). Enter the sum of columns (e) and (f) in column (g).

**Section B - Budget Categories**

Column 1: Enter the breakdown of how you plan to use the Federal funds being requested by object class category (see instructions for each object class category in Attachment C).

Column 2: Enter the breakdown of how you plan to use the non-Federal share by object class category.

Column 5: Enter the total funds required for the project (sum of Columns 1 and 2) by object class category.

**Section C – Non Federal Resources**

Column A: Enter the federal grant program.

Column B: Enter in any non-federal resources that the applicant will contribute to the project.

Column C: Enter in any non-federal resources that the state will contribute to the project.

Column D: Enter in any non-federal resources that other sources will contribute to the project.

Column E: Enter the total non-federal resources for each program listed in column A.

### **Section D –Forecasted Cash Needs**

**Line 13:** Enter Federal forecasted cash needs broken down by quarter for the first year only.

**Line 14:** Enter Non-Federal forecasted cash needs broken down by quarter for the first year.

Line 15: Enter total forecasted cash needs broken down by quarter for the first year.

Note: This area is not meant to be one whereby an applicant merely divides the requested funding by four and inserts that amount in each quarter but an area where thought is given as to how your estimated expenses will be incurred during each quarter. For example, if you have initial start up costs in the first quarter of your award reflect that in quarter one or you do not expect to have contracts awarded and funded until quarter three, reflect those costs in that quarter.

### **Section E – Budget Estimates of Federal Funds Needed for Balance of the Project (i.e. subsequent years 2, 3, 4 or 5 as applicable).**

Column A: Enter the federal grant program

Column B (first): Enter the requested year two funding.

Column C (second): Enter the requested year three funding.

Column D (third): Enter the requested year four funding, if applicable.

Column E (forth): Enter the requested year five funding, if applicable.

### **Section F – Other Budget Information**

**Line 21:** Enter the total Indirect Charges

**Line 22:** Enter the total Direct charges (calculation of indirect rate and direct charges).

**Line 23:** Enter any pertinent remarks related to the budget.

### Separate Budget Narrative/Justification Requirement

**Applicants requesting funding for multi-year grant programs are REQUIRED to provide a combined multi-year Budget Narrative/Justification, as well as a detailed Budget Narrative/Justification for each year of potential grant funding. A separate Budget Narrative/Justification is also REQUIRED for each potential year of grant funding requested.**

For your use in developing and presenting your Budget Narrative/Justification, a sample format with examples and a blank sample template have been included in these Attachments. In your Budget Narrative/Justification, you should include a breakdown of the budgetary costs for all of the object class categories noted in Section B, across three columns: Federal; non-Federal cash; and non-Federal in-kind. Cost breakdowns, or justifications, are required for any cost of \$1,000 or for the thresholds as established in the examples. The Budget Narratives/Justifications should fully explain and justify the costs in each of the major budget items for each of the object class categories, as described below. Non-Federal cash as well as, sub-contractor or sub-grantee (third party) in-kind contributions designated as match must be clearly identified and explained in the Budget Narrative/Justification. The full Budget Narrative/Justification should be included in the application immediately following the SF 424 forms.

Line 6a: **Personnel:** Enter total costs of salaries and wages of applicant/grantee staff. Do not include the costs of consultants, which should be included under 6h - Other.  
**In the Justification:** Identify the project director, if known. Specify the key staff, their titles, and time commitments in the budget justification.

Line 6b: **Fringe Benefits:** Enter the total costs of fringe benefits unless treated as part of an approved indirect cost rate.  
**In the Justification:** If the total fringe benefit rate exceeds 35% of Personnel costs, provide a break-down of amounts and percentages that comprise fringe benefit costs, such as health insurance, FICA, retirement, etc. A percentage of 35% or less does not require a break down but you must show the percentage charged for each full/part time employee.

Line 6c: **Travel:** Enter total costs of all travel (local and non-local) for staff on the project. NEW: Local travel is considered under this cost item not under Other. Local transportation (all travel which does not require per diem is considered local travel). Do not enter costs for consultant's travel - this should be included in line 6h.  
**In the Justification:** Include the total number of trips, number of travelers, destinations, purpose (e.g., attend conference), length of stay, subsistence allowances (per diem), and transportation costs (including mileage rates).

Line 6d: **Equipment:** Enter the total costs of all equipment to be acquired by the project. For all grantees, "equipment" is non-expendable tangible personal property having a useful life

of more than one year and an acquisition cost of \$5,000 or more per unit. If the item does not meet the \$5,000 threshold, include it in your budget under Supplies, line 6e.

**In the Justification:** Equipment to be purchased with federal funds must be justified as necessary for the conduct of the project. The equipment must be used for project-related functions. Further, the purchase of specific items of equipment should not be included in the submitted budget if those items of equipment, or a reasonable facsimile, are otherwise available to the applicant or its sub-grantees.

Line 6e: **Supplies:** Enter the total costs of all tangible expendable personal property (supplies) other than those included on line 6d.

**In the Justification:** . For any grant award that has supply costs in excess of 5% of total direct costs (Federal or Non-Federal), you must provide a detailed break down of the supply items (e.g., 6% of \$100,000 = \$6,000 – breakdown of supplies needed). If the 5% is applied against \$1 million total direct costs (5% x \$1,000,000 = \$50,000) a detailed breakdown of supplies is not needed. Please note: any supply costs of \$5,000 or less regardless of total direct costs does not require a detailed budget breakdown (e.g., 5% x \$100,000 = \$5,000 – no breakdown needed).

Line 6f: **Contractual:** Regardless of the dollar value of any contract, you must follow your established policies and procedures for procurements and meet the minimum standards established in the Code of Federal Regulations (CFR's) mentioned below. Enter the total costs of all contracts, including (1) procurement contracts (except those which belong on other lines such as equipment, supplies, etc.). Note: The 33% provision has been removed and line item budget detail is not required as long as you meet the established procurement standards. Also include any awards to organizations for the provision of technical assistance. Do not include payments to individuals on this line. Please be advised: A subrecipient is involved in financial assistance activities by receiving a sub-award and a subcontractor is involved in procurement activities by receiving a sub-contract. Through the recipient, a subrecipient performs work to accomplish the public purpose authorized by law. Generally speaking, a sub-contractor does not seek to accomplish a public benefit and does not perform substantive work on the project. It is merely a vendor providing goods or services to directly benefit the recipient, for example procuring landscaping or janitorial services. In either case, you are encouraged to clearly describe the type of work that will be accomplished and type of relationship with the lower tiered entity whether it be labeled as a subaward or subcontract.

**In the Justification:** Provide the following three items – 1) Attach a list of contractors indicating the name of the organization; 2) the purpose of the contract; and 3) the estimated dollar amount. If the name of the contractor and estimated costs are not available or have not been negotiated, indicate when this information will be available. The Federal government reserves the right to request the final executed contracts at any time. If an individual contractual item is over the small purchase threshold, currently set at \$100K in the CFR, you must certify that your procurement standards are in accordance with the policies and procedures as stated in 45 CFR 74.44 for non-profits and 92.36 for states, in lieu of providing separate detailed budgets. This certification should be referenced in the justification and attached to the budget narrative.

Line 6g: **Construction:** Leave blank since construction is not an allowable costs for this program.

Line 6h: **Other:** Enter the total of all other costs. Such costs, where applicable, may include, but are not limited to: insurance, medical and dental costs (i.e. for project volunteers this is different from personnel fringe benefits), non-contractual fees and travel paid directly to *individual* consultants, postage, space and equipment rentals/lease, printing and publication, computer use, training and staff development costs (i.e. registration fees). If a cost does not clearly fit under another category, and it qualifies as an allowable cost, then rest assured this is where it belongs.

**In the Justification:** Provide a reasonable explanation for items in this category. For example, individual consultants explain the nature of services provided and the relation to activities in the work plan or indicate where it is described in the work plan. Describe the types of activities for staff development costs.

Line 6i: **Total Direct Charges:** Show the totals of Lines 6a through 6h.

Line 6j: **Indirect Charges:** Enter the total amount of indirect charges (costs), if any. If no indirect costs are requested, enter "none." Indirect charges may be requested if: (1) the applicant has a current indirect cost rate agreement approved by the Department of Health and Human Services or another federal agency; or (2) the applicant is a state or local government agency. **State governments should enter the amount of indirect costs determined in accordance with DHHS requirements.** An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. Indirect Costs can only be claimed on Federal funds, more specifically, they are to only be claimed on the Federal share of your direct costs. Any unused portion of the grantee's eligible Indirect Cost amount that are not claimed on the Federal share of direct charges can be claimed as un-reimbursed indirect charges, and that portion can be used towards meeting the recipient match.

Line 6k: **Total:** Enter the total amounts of Lines 6i and 6j.

Line 7: **Program Income:** As appropriate, include the estimated amount of income, if any, you expect to be generated from this project that you wish to designate as match (equal to the amount shown for Item 15(f) on Form 424). **Note:** Any program income indicated at the bottom of Section B and for item 15(f) on the face sheet of Form 424 will be included as part of non-Federal match and will be subject to the rules for documenting completion of this pledge. If program income is expected, but is not needed to achieve matching funds, **do not** include that portion here or on Item 15(f) of the Form 424 face sheet. Any anticipated program income that will not be applied as grantee match should be described in the Level of Effort section of the Program Narrative.

### c. Standard Form 424B - Assurances

This form contains assurances required of applicants under the discretionary funds programs administered by the Administration on Aging. Please note that a duly authorized representative of the applicant organization must certify that the organization is in compliance with these assurances.

#### **d. Certification Regarding Lobbying**

This form contains certifications that are required of the applicant organization regarding lobbying. Please note that a duly authorized representative of the applicant organization must attest to the applicant's compliance with these certifications.

#### **Proof of Non-Profit Status**

Non-profit applicants must submit proof of non-profit status. Any of the following constitutes acceptable proof of such status:

- A copy of a currently valid IRS tax exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.

#### **Indirect Cost Agreement**

Applicants that have included indirect costs in their budgets must include a copy of the current indirect cost rate agreement approved by the Department of Health and Human Services or another Federal agency. This is optional for applicants that have not included indirect costs in their budgets.

## Attachment B: Standard Form 424A – Sample Format

OMB Approval No. 0348-0044						
<b>BUDGET INFORMATION--Non-Construction Programs</b>						
<b>SECTION A-BUDGET SUMMARY</b>						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Funds	Unobligated	New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. LifeSpan Respite	93.048			300,000	100,000	400,000
2.						
3.						
4.						
5. <b>TOTALS</b>				300,000	100,000	400,000
<b>SECTION B-BUDGET CATEGORIES</b>						
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)	
	(1) Year 1	(2) Year 2	(3) Year 3	(4)		
a. <b>Personnel</b>	25,000	30,000	35,000			90,000
b. <b>Fringe Benefits</b>	10,000	15,000	20,000			45,000
c. <b>Travel</b>	5,000	5,000	5,000			15,000
d. <b>Equipment</b>	5,000	0	0			5,000
e. <b>Supplies</b>	5,000	2,500	1,000			8,500
f. <b>Contractual</b>	15,000	0	0			15,000
g. <b>Construction</b>	0	0	0			
h. <b>Other</b>	43,333	55,833	47,334			146,500
i. <b>Total Direct Charges</b> (sum 6a-h)	75,000	75,000	75,000			225,000
j. <b>Indirect Charges</b> @	25,000	25,000	25,000			75,000
k. <b>TOTALS</b> (sum 6i and j)	133,333	133,333	133,334			400,000
7. <b>Program Income</b>	None					



SECTION C-NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other sources	(e) TOTALS	
8. Life Span Respite	60,000	30,000	10,000	100,000	
9.					
10.					
11.					
12. TOTALS (sum of lines 8 and 11)	60,000	30,000	10,000	100,000	
SECTION D-FORECASTED CASH NEEDS					
13. Federal	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
	100,000	15,000	50,000	20,000	15,000
14. Non-Federal	33,333	6,000	10,000	9,000	8,333
15. TOTAL (sum of lines 13 and 14)					
SECTION E-BUDGET ESTIMATES OF <u>FEDERAL</u> FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	Future Funding Periods (Years)				
	(b) First	(c) Second	(d)	(e)	
16. Life Span Respite	100,000	100,000			
17.					
18.					
19.					
20. TOTALS (sum of lines 16-19)					
SECTION F-OTHER BUDGET INFORMATION (Attach additional Sheets if Necessary)					
21. Direct Charges:		22. Indirect Charges:			
23. Remarks					

### Attachment C: Budget Narrative/Justification – Sample Format

**NOTE : Applicants requesting funding for a multi-year grant program are REQUIRED to provide a detailed Budget Narrative/Justification for EACH potential year of grant funding requested.**

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Justification
Personnel	\$47,700	\$23,554	\$0	\$71,254	<b>Federal</b> Project Director (name) = .5 FTE @ \$95,401/yr = \$47,700 <b>Non-Fed Cash</b> Officer Manager (name) = .5FTE @ \$47,108/yr = <u>\$23,554</u>  Total \$71,254
Fringe Benefits	\$17,482	\$8,632	\$0	\$26,114	<b>Federal</b> Fringe on Project Director at 36.65% = \$17,482 FICA (7.65%) Health (25%) Dental (2%) Life (1%) Unemployment (1%) <b>Non-Fed Cash</b> Fringe on Office Manager at 36.65% = \$8,632 FICA (7.65%) Health (25%) Dental (2%) Life (1%) Unemployment (1%)

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Justification
Travel	\$4,707	\$2,940	\$0	\$7,647	<b>Federal</b> Local travel: 6 TA site visits for 1 person Mileage: 6RT @ .585 x 700 miles \$2,457 Lodging: 15 days @ \$110/day \$1,650 Per Diem: 15 days @ \$40/day <u>\$600</u> Total \$4,707 <b>Non-Fed Cash</b> Travel to National Conference in (Destination) for 3 people Airfare 1 RT x 3 staff @ \$500 \$1,500 Lodging: 3 days x 3 staff @ \$120/day \$1,080 Per Diem: 3 days x 3 staff @ \$40/day <u>\$360</u> Total \$2,940
Equipment	\$10,000	\$0	\$0	\$10,000	<i>No Equipment requested OR:</i> Call Center Equipment Installation = \$5,000 Phones = <u>\$5,000</u> Total \$10,000
Supplies	\$3,700	\$5,784	\$0	\$9,484	<b>Federal</b> 2 desks @ \$1,500 \$3,000 2 chairs @ \$300 \$600 2 cabinets @ \$200 \$400 <b>Non-Fed Cash</b> 2 Laptop computers \$3,000 Printer cartridges @ \$50/month \$300 Consumable supplies (pens, paper, clips etc...) @ \$182/month <u>\$2,184</u> Total \$9,484

Object Class Category	Federal Funds	Non-Federal Cash	Non-Federal In-Kind	TOTAL	Justification
Contractual	\$30,171	\$0	\$0	\$30,171	<p>(organization name, purpose of contract and estimated dollar amount)</p> <p>Contract with AAA to provide respite services:</p> <p>11 care givers @ \$1,682 = \$18,502</p> <p>Volunteer Coordinator = <u>\$11,669</u></p> <p>Total \$30,171</p> <p><i>If contract details are unknown due to contract yet to be made provide same information listed above and:</i></p> <p>A detailed evaluation plan and budget will be submitted by (date), when contract is made.</p>
Other	\$5,600	\$0	\$5,880	\$11,480	<p><b>Federal</b></p> <p>2 consultants @ \$100/hr for 24.5 hours each = \$4,900</p> <p>Printing 10,000 Brochures @ \$.05 = \$500</p> <p>Local conference registration fee (name conference) = <u>\$200</u></p> <p>Total \$5,600</p> <p><b>In-Kind</b></p> <p><b>Volunteers</b></p> <p>15 volunteers @ \$8/hr for 49 hours = \$5,880</p>
Indirect Charges	\$20,934	\$0	\$0	\$20,934	<p>21.5 % of salaries and fringe = \$20,934</p> <p>IDC rate is attached.</p>
<b>TOTAL</b>	\$140,294	\$40,910	\$5,880	\$187,084	

### **Attachment D: Budget Narrative/Justification — Sample Template**

**NOTE :** Applicants requesting funding for a multi-year grant program are **REQUIRED** to provide a detailed Budget Narrative/Justification for **EACH** potential year of grant funding requested.

<b>Object Class Category</b>	<b>Federal Funds</b>	<b>Non- Federal Cash</b>	<b>Non- Federal In-Kind</b>	<b>TOTAL</b>	<b>Justification</b>
<b>Personnel</b>					
<b>Fringe Benefits</b>					
<b>Travel</b>					
<b>Equipment</b>					
<b>Supplies</b>					
<b>Contractual</b>					
<b>Other</b>					
<b>Indirect Charges</b>					
<b>TOTAL</b>					

## Attachment E: Project Work Plan – Sample Template

**NOTE : Applicants requesting funding for a multi-year grant program are REQUIRED to provide a Project Work Plan for EACH potential year of grant funding requested.**

*Goal:*

*Measurable Outcome(s):*

\* **Time Frame** (Start/End Dates by Month in Project Cycle)

Major Objectives	Key Tasks	Lead Person	1*	2*	3*	4*	5*	6*	7*	8*	9*	10*	11*	12*
1.														
2.														

## Attachment E: Project Work Plan, Page 2 – Sample Template

*Goal:*

*Measurable Outcome(s):*

\* **Time Frame** (Start/End Dates by Month in Project Cycle)

Major Objectives	Key Tasks	Lead Person	1*	2*	3*	4*	5*	6*	7*	8*	9*	10*	11*	12*
3.														
4.														

## Attachment E: Project Work Plan, Page 3 – Sample Template

*Goal:*

*Measurable Outcome(s):*

\* **Time Frame** (Start/End Dates by Month in Project Cycle)

Major Objectives	Key Tasks	Lead Person	1*	2*	3*	4*	5*	6*	7*	8*	9*	10*	11*	12*
5.														
6.														

*NOTE: Please do not infer from this sample format that your work plan must have 6 major objectives. If you need more pages, simply repeat this format on additional pages.*



## Attachment F: Instructions for Completing the Project Summary/Abstract

- *All applications for grant funding must include a Summary/Abstract that concisely describes the proposed project. It should be written for the general public.*
- To ensure uniformity, limit the length to 265 words or less, on a single page with a font size of not less than 11, doubled-spaced.
- The abstract must include the project's goal(s), objectives, overall approach (including target population and significant partnerships), anticipated outcomes, products, and duration. The following are very simple descriptions of these terms, and a sample Compendium abstract.

**Goal(s)** – broad, overall purpose, usually in a mission statement, i.e. what you want to do, where you want to be.

**Objective(s)** – narrow, more specific, identifiable or measurable steps toward a goal. Part of the planning process or sequence (the “how”) to attain the goal(s).

**Outcomes** - measurable results of a project. Positive benefits or negative changes, or measurable characteristics that occur as a result of an organization's or program's activities. (Outcomes are the end-point)

**Products** – materials, deliverables.

- A model abstract/summary is provided below:

The Delaware Division of Services for Aging and Adults with Physical Disabilities (DSAAPD), in **partnership** with the Delaware Lifespan Respite Care Network (DLRCN) and key stakeholders will, in the course of this two-year project, expand and maintain a statewide coordinated lifespan respite system that builds on the infrastructure currently in place. The **goal** of this project is to improve the delivery and quality of respite services available to families across age and disability spectrums by expanding and coordinating existing respite systems in Delaware. The **objectives** are: 1) to improve lifespan respite infrastructure; 2) to improve the provision of information and awareness about respite service; 3) to streamline access to respite services through the Delaware ADRC; 4) to increase availability of respite services. Anticipated **outcomes** include: 1) families and caregivers of all ages and disabilities will have greater options for choosing a respite provider; 2) providers will demonstrate increased ability to provide specialized respite care; 3) families will have streamlined access to information and satisfaction with respite services; 4) respite care will be provided using a variety of existing funding sources and 5) a sustainability plan will be developed to support the project in the future. The expected **products** are marketing and outreach materials, caregiver training, respite worker training, a Respite Online searchable database, two new Caregiver Resource Centers (CRC), an annual Respite Summit, a respite voucher program and 24/7 telephone information and referral services.